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ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 11/15/2013 EP-W-10-055 ORDER NO. 0067

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Task Order Statement of Work

September 12, 2013

Development of a Hazardous Waste Determination Guidance Document for Used (Spent) Solvents

BACKGROUND

Solvent use is ubiquitous throughout industry. Thousands of companies use solvents as part of their production process or in support of their production processes. Solvents also contain chemicals that have properties potentially impacting human health and the environment adversely if not managed properly. These companies also have problems many times in making the correct hazardous waste determination when the solvents become spent and no longer can be used.

The success of the hazardous waste program rests with generators making the correct hazardous waste determination. Failure to make a proper waste determination can result in generators mismanaging hazardous waste leading to potential environmental problems downstream.

A recent program evaluation of the RCRA hazardous waste determination process found a high rate of non-compliance from generators of solvent listed wastes. The generators mentioned having a difficult time making a correct hazardous waste determination for these types of wastes. They asked for assistance in this area.

One method to reduce non-compliance is to develop a user-friendly guidance document that generators can use in making a hazardous waste determination when they no longer can use their solvents.

PURPOSE AND OBJECTIVES

Materials Recovery and Waste Management Division requires a contractor that has an understanding of solvents, hazardous waste solvents, regulations associated with hazardous waste solvents, and communication skills necessary to produce a user-friendly and effective guidance document that can assist generators in making more informed hazardous waste determinations for their solvent wastes.

SCOPE OF WORK

The scope of this task order includes:

1. Reviewing and critiquing information supplied by EPA staff associated with the existing RCRA hazardous waste solvent regulations, hazardous waste determinations, materials associated with hazardous solvents prepared by states or industry and identifying any problems or gaps, etc.

2. Developing drafts and a final technical guidance document that will assist generators in making more informed hazardous waste determinations associated with industrial solvent wastes.

Task 1. Review and critique of draft guidance document provided by TOCOR

The contractor shall provide a written critique of a preliminary solvent waste determination technical guidance document supplied by the TOCOR. This draft guidance provides a discussion of the existing RCRA regulations associated with hazardous waste solvents as well as flow diagrams that assist a generator in determining whether they have generated a hazardous waste upon discard of a solvent. This critique shall consist of comments that address the technical components of the guidance as well as determining if any gaps or mistakes exist in the guidance. To assist in this critique, the contractor also may use information associated with hazardous solvents provided by the TOCOR found on EPA websites and any other relevant websites. As part of this task, the contractor shall meet with the TOCOR to discuss their findings and written critique.

<u>Task 2:</u> Develop outline of technical guidance document

Once the contractor is satisfied that they have an understanding of the RCRA regulations associated with hazardous waste solvents, the next step is to start the process of converting this material into a user-friendly guidance document. In developing this guidance document the contractor may "step outside the box" and use any creativity that could improve the usability and effectiveness of a technical guidance document.

As part of this task, the contractor shall participate in conference calls arranged by the TOCOR with the EPA regions, states and regulated community to obtain feedback on what would work best to include in this guidance document, what should not be included, and any ideas about format or packaging that would assist the user in making a hazardous waste determination associated with hazardous waste solvents.

Building on the results of Task 1 as well as the above conference calls, the contractor shall develop an outline for a 20-30 page user-friendly guidance document (including flow diagrams developed by EPA and provided by the TOCOR) that generators can use in making solvent hazardous waste determinations. This outline shall include all of the major sections that would be included in the guidance document. Each section shall include a statement about what the reader/user should get out of a particular section. As part of this task, the contractor shall meet the TOCOR to discuss their draft outline and obtain approval to develop a first draft of the technical guidance.

<u>Task 3:</u> Develop first draft of solvent waste determination technical guidance document

Building on the results of Task 2, the contractor shall develop a first draft of the technical guidance document. This draft guidance shall include a discussion of each section stressing

what the reader should get out of reading each section, possibly identifying any userfriendly tips, or any other information that will assist the generator in making a more informed hazardous waste determination associated with hazardous solvents that can no longer be used or that are spent.

As part of this task, the contractor shall meet with the TOCOR to discuss the results of his review of this deliverable.

<u>Task 4:</u> Develop second draft of solvent waste determination technical guidance document

Building on the results of Task 3, the contractor shall develop a second draft of a user-friendly the solvent waste determination technical guidance document that responds to comments provided by the TOCOR. As part of the deliverable, the contractor shall identify how they responded to each substantive comment made as a result of reviewing and critiquing the first draft of the user-friendly solvent waste determination technical guidance document. Also, as part of this task, the contractor shall meet with the TOCOR to discuss their draft document.

<u>Task 5:</u> Review comments provided by industry and states

Having completed the second draft of the user-friendly solvent waste determination technical guidance document, the TOCOR shall take the Task 4 deliverable and send it out for review by selected states and industry. Within 45 days of sending the Task 4 deliverable out for review, the TOCOR shall send those relevant comments received from the states and industry to the contractor for their review. Note: Prior to sending comments to the contractor, the TOCOR shall review comments received from reviewers and screen those worthy of consideration and incorporation as compared to those found irrelevant or not worthy of consideration. Once these comments are received and evaluated by the TOCOR and sent to the contractor, the contractor shall prepare a document identifying the comments received from industry and the states worthy of incorporation into a draft final guidance document as well as those comments not worthy of incorporation.

Task 6: Contractor prepares draft final technical guidance document

Based on the results of Task 5 and approval by the TOCOR, the contractor shall prepare a draft final technical guidance document responsive to the needs of the TOCOR and user community.

Summary of Deliverables and Schedule

Summary of De	mycrapics and benedute
Task	Deliverable and date
1.Review and critique information	Report summarizing review and critique of TOCOR materials. (Within 30 calendar days
supplied by TOCOR	of receipt of information provided by
	TOCOR.)
2. Develop outline of technical	Outline of solvent waste determination

guidance document	technical guidance document. (Within 15 calendar days after meeting with TOCOR on results of Task 1.
3. Develop first draft of solvent waste determination technical guidance document	Within 30 calendar days of approval by the TOCOR.
4. Develop second draft of solvent waste determination technical guidance document	Within 30 calendar days of approval by the TOCOR.
5. Review TOCOR screened comments provided by industry and states	Within 15 calendar days of receiving comments from the TOCOR.
6. Contractor prepares draft final technical guidance document	Within 30 calendar days after approval by the TOCOR.

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15A. NAME A	ND TITLE OF SIGNER (Type or print)				6A. NAME AND TITLE OF CONTRACTING OFFI Carolyn Mosinski	ICER (Type	or print)
15B. CONTR	ACTOR/OFFEROR	_	15C. DATE SIGNED	11		ELECTROI SIGNATU	
	(Signature of person authorized to sign)			1.		SIGNOTO	nu

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NAME OF OFFEROR OR CONTRACTOR

INO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Government. This extension is needed due to				
	Government-caused delays.				
	All other terms and conditions remain unchanged.				
	LICE OF CUANCEC.				
	LIST OF CHANGES: Reason for Modification : Supplemental Agreement			ļ	
	for work within scope				
	Period Of Performance End Date changed from				
	2014-10-06 to 2014-11-30				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center				
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711				
	Period of Performance: 11/15/2013 to 11/30/2014				
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AMENDMENT (OF SOLICITATION/MODIFIC	ATION OF C	ONTRACT		1. CONTRACT ID CODE		PAGE OF	PAGES
2. AMENDMENT/MO	ODIFICATION NO.	3. EFFECTIVE	DATE	4. F	REQUISITION/PURCHASE REQ. NO.	5. PR		. (If applicable)
004		See Bloo	k 160					
6. ISSUED BY	CODE	SRRPOD		7.7	ADMINISTERED BY (If other than Item 6)	CODE		
Superfund/ Operations	ylvania Ave, NW	Agency					1	
	RESS OF CONTRACTOR (No., stree	t, county, State and	ZIP Code)	/s/\	9A. AMENDMENT OF SOLICITATION NO.		•	
EASTERN RES Attn: DICKI	SEARCH GROUP, INC. RAN BABIGIAN	, county, care and	,	3	9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER N EP-W-10-055 0067 10B. DATED (SEE ITEM 13)	Ö.		
CODE 11294	17395	FACILITY COD	ÞΕ		11/15/2013			
		11. THIS ITE	M ONLY APPLIES TO A	MEN	NOMENTS OF SOLICITATIONS			
to the solicitation 12. ACCOUNTING See Schedu	and this amendment, and is receive AND APPROPRIATION DATA (If rec 1.1 e 13. THIS ITEM ONLY APPLIES TO M	d prior to the ope	ning hour and date speci	s. n	de by telegram or letter, provided each telegram o F MODIFIES THE CONTRACT/ORDER NO. AS DE	SCRIB	ED IN ITEM	
	THE ABOVE NUMBERED CONTRAIN PROPRIETOR DATE OF THE PROPRIETOR OF T				ADMINISTRATIVE CHANGES (such as changes ITY OF FAR 43.103(b). ORITY OF:	in payi	ng office,	
х Ву	Mutual Agreement	of the P	arties					
D. 0	OTHER (Specify type of modification	and authority)						
E. IMPORTANT:	Contractor is not,		o sign this document and			_		
DUNS Numbe Task Order Used (Spen TOPO: Sue The purpos	r: 112947395	Date: 12	ardous Waste /19/2014	De	ing solicitation/contract subject matter where feasi		ct She	et for
to Decembe Continued Except as provided	r 19, 2014. This p	eriod of	performance	e: A, as	rder is changed from Nove xtension is at no addition heretofore changed, remains unchanged and in fig. NAME AND TITLE OF CONTRACTING OFFI Carolyn Mosinski	nal	cost	to the
15B. CONTRACTO	DR/OFFEROR		15C. DATE SIGNED	1	1 2		RONIC	C. DATE SIGNED

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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Government. This extension is needed due to		1		
	Government-caused delays.				
	All other terms and conditions remain unchanged.				
				ĺ	
	LIST OF CHANGES:				
	Reason for Modification : Supplemental Agreement				
	for work within scope				
	Period Of Performance End Date changed from				
	2014-11-30 to 2014-12-19				
	Maximum Potential Expiration Date changed to:	1			
	12/19/2014				
	Payment:		H		
	RTP Finance Center				
	US Environmental Protection Agency			İ	
	RTP-Finance Center			ĺ	
	Mail Drop D143-02				
	109 TW Alexander Drive				
	Durham NC 27711 Period of Performance: 11/15/2013 to 12/19/2014			· [
	Period of Performance: 11/15/2013 to 12/19/2014		ΙI		
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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT					1. CONTRACT ID CODE		PAGE OF PAGES			
2. AMENDMEN	T/MODIFICATION NO.	3. EFFECTIVE	DATE I	4. R	EQUISITION/PURCHASE REQ. NO.	5. PRC	JECT NO.	(If applicable)		
005 See Block 16C				See Schedule						
6. ISSUED BY	CODE	SRRPOD	. N 10C		ADMINISTERED BY (If other than Item 6)	CODE	-T			
Superfun Operatio	onmental Protection d/RCRA Regional Proc ns nsylvania Ave, NW	Agency								
	on DC 20460									
EASTERN F Attn: DIC	DDRESS OF CONTRACTOR (No., street, RESEARCH GROUP, INC. CKRAN BABIGIAN NELL AVENUE N MA 024213136	county, State and		×	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NEP-W-10-055 0067 10B. DATED (SEE ITEM 13)	10.				
CODE 112	947395	FACILITY COD	Ē		11/15/2013	•				
		11. THIS ITE	M ONLY APPLIES TO A	MEN	DMENTS OF SOLICITATIONS					
separate lette THE PLACE I virtue of this a to the solicital	or or telegram which includes a reference DESIGNATED FOR THE RECEIPT OF Commendment you desire to change an offetion and this amendment, and is received NG AND APPROPRIATION DATA (If requal to the commendment).	to the solicitation DFFERS PRIOR r already submitt I prior to the oper	n and amendment numbe TO THE HOUR AND DA ed, such change may be ning hour and date specif Net	ers. TE s mad fied.	receipt of this amendment on each copy of the of FAILURE OF YOUR ACKNOWLEDGEMENT TO SPECIFIED MAY RESULT IN REJECTION OF YOur service of the by telegram or letter, provided each telegram of a crease:	BE RECOUR OF letter n	CEIVED AT FER. If by nakes refer	ence		
	B. THE ABOVE NUMBERED CONTRAC appropriation date, etc.) SET FORTH	CT/ORDER IS MO I IN ITEM 14, PU	ODIFIED TO REFLECT 1	THE	NGES SET FORTH IN ITEM 14 ARE MADE IN T ADMINISTRATIVE CHANGES (such as changes ITY OF FAR 43.103(b).					
x 1										
	D. OTHER (Specify type of modification	and authority)								
DUNS Numl Task Ord Used (Sp	ON OF AMENDMENT/MODIFICATION ber: 112947395	(Organized by U	ardous Waste	ludir	m1 copies to the issuing solicitation/contract subject matter where feasi	ble.)	t Shee	et for		
The purport of the pu	ose of this bilatera porate the revised s ve the Contractor's ate funds in the amo y the obligation/fun y the total task ord d	l modific tatement proposal unt of \$: ding cei er amoun	cation is to: of work (2 p dated Decemb 3,961.00; ling; t; and	pag per	ges) dated December 11, 2 15, 2014, in the amount	of	\$3,96			
15A. NAME AN	D TITLE OF SIGNER (Type or print)				A NAME AND TITLE OF CONTRACTING OFFI arolyn Mosinski	CER (T)	ype or print	, - - -		
	CTOR/OFFEROR Signature of person authorized to sign)		15C. DATE SIGNED	140	2	ELECTR SIGNA	IONIC	2/19/2014		

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OF

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC

EM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	6) Extend the period of performance		\vdash		
	· · · · · · · · · · · · · · · · · · ·				
	This action adds funding in the amount of				
	\$3,961.00 to this task order and hereby increases				
	the total funding obligated ceiling from				
	\$23,874.00 to \$27,835.00, which the Contractor is				
	not authorized to exceed. The Contractor exceeds				
	this amount at its own risk. This task order is hereby fully funded.	ļ			
	nereby fully funded.				
	The total task order ceiling price is hereby	1		İ	
	changed from \$23,874.00 to \$27,835.00.		1		
	<u></u>	ŀ		İ	
	The period of performance end date for this task		ΙI		
	order is changed from December 19, 2014, to March 31, 2015.				
	31, 2013.				
	All other terms and conditions remain unchanged.		Ιİ		
	LIST OF CHANGES:		ΙI		
	Reason for Modification : Supplemental Agreement		ΙI		
	for work within scope Period Of Performance End Date changed from	1	1		
	2014-12-19 to 2015-03-31		H		
	Total Amount for this Modification: \$3,961.00		1 1		,
	New Total Amount for this Version: \$27,835.00				
	New Total Amount for this Award: \$27,835.00				
	Obligated Amount for this Modification: \$3,961.00				
	New Total Obligated Amount for this Award:				
	\$27,835.00				
	Maximum Potential Expiration Date changed to:				
	03/31/2015 CHANGES FOR LINE ITEM NUMBER: 1				
	Total Amount changed				
	from \$23,874.00 to \$27,835.00				
	Obligated Amount for this modification: \$3,961.00				
	CHANGES FOR DELIVERY LOCATION: HPOD RRB		1		
	Amount changed from \$23,874.00 to \$27,835.00			l l	
	12				
	CHANGES FOR ACCOUNTING CODE:				
	13-14-B-31H-302DA1-25851331HMP005-001		1		
	Percent changed from 100 to 85.76971				
	NEW ACCOUNTING CODE ADDED:				
	Account code:				
	15-16-B-31H-302DA1-2585-1531HMP005-001				
	Beginning FiscalYear 15				•
	Ending Fiscal Year 16				,
	Fund (Appropriation) B				
	Budget Organization 31H Continued				
	Concinued				
		1	1		

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NAME OF OFFEROR OR CONTRACTOR

EM NO. (A)	SUPPLIES/SERVICES	QUANTITY (C)		UNIT PRICE	AMOUNT
A)	(B)	(C)	(D)	(E)	(F)
	Program (PRC) 302DA1				
	Budget (BOC) 2585				
	Job # (Site/Project)				
	Cost Organization				
	DCN-LineID 1531HMP005-001				
	Quantity: 0				•
	Amount: \$3,961.00				
	Percent: 14.23029				
	Subject To Funding: N				
	Payment Address:				
	Danier 1	1			
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711	1			
	FOB: Destination				
	Period of Performance: 11/15/2013 to 03/31/2015				
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Task Order Statement of Work Development of Hazardous Waste Determination Guidance for Hazardous Solvents December 11, 2014 Amendment 1

BACKGROUND:

The purpose of this work assignment amendment is to complete the effort initiated under EPW10055 Task Order 67 to develop a technical guidance document for a generator determining whether they have generated a hazardous waste solvent.

Currently, both first and second drafts of the document have been completed and reviewed by ORCR staff. Still remaining is a review by the Office of General Counsel (OGC) and the Office of Enforcement and Compliance Assistance (OECA), followed by review by ORCR management. Once the TOCOR receives comments from those three entities, the contractor can incorporate those comments, as appropriate, produce a draft final document for a thorough review by the TOCOR, followed by publication.

SCOPE OF WORK

The scope of this Task Order includes:

- 1. Reviewing and incorporating comments provided by OGC, OECA and ORCR management.
- 2. Developing draft final and final technical guidance document that will assist generators in making more informed hazardous waste determinations associated with industrial solvent wastes.

Task 1. Review and incorporate comments provided by OGC, OECA and ORCR management into draft final technical guidance document

The contractor shall review and incorporate, as appropriate, comments provided by OGC, OECA and ORCR management to the TOCOR on the draft technical guidance document associated with hazardous waste determinations for industrial solvent wastes.

Output of this task shall be two documents: one showing in redline/strikeout changes and the other a clean draft final copy.

Task 2: Produce Final Technical Guidance Document ready for publication

The TOCOR shall thoroughly review the draft final report provided by the contractor, note any necessary changes, and return the document back to the contractor for publication as a final technical guidance document.

Summary of Deliverables and Schedule

Task	Deliverable and date			
1.Review and incorporate comments provided by OGC, OECA and ORCR management into draft final technical guidance document	Draft final report (Within 21 calendar days of receipt of comments provided by TOCOR.)			
2. Produce final technical guidance document ready for publication	Final technical guidance document (Within 14 calendar days after meeting with TOCOR on results of Task 1.)			